

CONFIDENTIAL

DD/S 69-4792

22 OCT 1969

MEMORANDUM FOR: Director of Logistics

SUBJECT : Inventory of Microform Systems and Equipment

1. In connection with our Records Management Program we are eventually seeking a system of uniformity and compatibility in microform records and related equipment for the Agency. While cost is obviously a factor the number of records that can be reduced to microform will greatly relieve our records storage problem.

2. It is necessary that we have an inventory of the microform systems and equipment employed in the Agency as a starting point. It is felt that the Office of Logistics was the best suited to conduct such a survey and attached is a proposed memorandum requesting that such a survey be conducted. It is rather detailed and I am concerned as to the amount of work this will require of you to obtain this information. Please advise whether you can readily conduct this inventory survey or whether it poses an unacceptable burden on your office. If the latter, what factors of the survey can readily be conducted eliminating some of the stated requirements in this proposal?

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

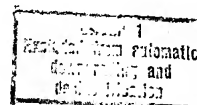
Att: Proposed memo for D/L fr DD/S,
subj: Inventory of Microform
Systems and Equipment

DD/S:RLB:ksb (22 Oct 69)

Distribution:

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69-4719

MEMORANDUM FOR: Director of Logistics

SUBJECT : Inventory of Microform Systems and Equipment

1. The Agency's microfilming efforts have expanded into a variety of microforms, each with unique equipment and operating requirements. Recent developments in the information processing technology are interrelating computers and microforms. Future systems for information processing will require compatible data, equipment, and procedures. To provide for these developments we must first review the systems and equipment now at hand. Then we can study our capabilities to determine a basis for the Agency's overall approach to the use of microforms.

2. To identify the resources available and to assess the scope of the management problem it is necessary to inventory the existing microfilm systems and equipment by organizational component and location. Because your Office is already involved in the microfilming activities of the Agency I believe you are best situated to complete such a physical inventory and I am requesting you to attend to this for me. I shall notify the Directorates of your responsibility for this requirement and ask them to provide the information and assistance you need.

3. Attached is a list of some of the items of information expected from this survey. I will appreciate having your report by 1 December 1969. Requests for any additional information or clarification you might need may be obtained from Chief, Support Services Staff.

R. L. Bannerman
Deputy Director
for Support

Attachment:

DDS/SSS/RAB/ [REDACTED] pr (14 October 1969)

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INFORMATION REQUIREMENTS FOR
INVENTORY OF MICROFORM SYSTEMS

GENERAL INFORMATION:

- (1) Date of Report
- (2) Name of Reporting unit (Division, Office, and Directorate)
- (3) Name of Person to contact on report details
- (4) Person's title
- (5) Person's room number Building and phone extension

SECTION ONE--EQUIPMENT INVENTORY:

Any Equipment related to microform use and under the control of the organization unit.

(Stored or in use: Flat bed cameras - rotary cameras - Film Reader - Printers - Developers - step and repeat cameras, etc., but not files or supplies.)

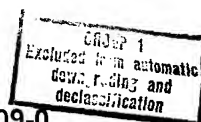
- (1) Descriptive name of each item of equipment
- (2) Make and Model of equipment
- (3) Lens Capability (Reduction or Retrieval ratios)
- (4) Year acquired (or planned for)
- (5) Cost (Purchase or monthly rental)
- (6) Location (Room and Building)
- (7) Hours per week used. (By unit or others)
- (8) Operated by (the unit or other personnel)

SECTION TWO--MICROFORM APPLICATIONS

- (1) Title of Microform System or Application
- (2) Reference, Identification, or Control Number Used
- (3) File Name or Description of records on microform
- (4) General Purpose for which records are filmed
 - (a) Disposal of originals to reduce space requirements
 - (b) Emergency Vital Records and Security
 - (c) Preservation of deteriorating records
 - (d) To distribute copies of records
 - (e) To reduce time or labor of Office operations
 - (f) To obtain work copy of records
 - (g) Other (describe on separate sheet)

(If filmed for more than one purpose indicate each in order of importance.)

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- (5) Size of Microform File (In Office and In Storage)
- (6) Annual growth
- (7) Indexing System Used
- (8) Type microform employed
 - (a) Reduction Ratio Used
(i.e., 24 to 1, 44 to 1, 150 to 1 etc.)
 - (b) Microform Used:
 - Film (Size, length, and image capacity)
(i.e. 16 mm, 100 ft. roll, 2,000 images etc.)
 - Fiche (Type, Size and image capacity)
(i.e. Film Jackets, tab size, 45 images, etc.)
 - Aperture Cards (size and images per card)
(i.e. Tab Cards, 6 images, etc.)
 - (c) Type Process:
Positive or negative images on Silver Halide Process
or Diazo Process.
 - (d) Work Copy and Back up
Work with master negative or a work copy with stored
master back up.
- (9) Systems currently being developed
(actually under way, with estimated completion date)

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STATINTL

Approved For Release 2002/02/25 : CIA-RDP74-00390R000100260009-0

Next 1 Page(s) In Document Exempt

Approved For Release 2002/02/25 : CIA-RDP74-00390R000100260009-0